

This information is provided to clarify the process that the State of Kansas, Department of Health and Environment (KDHE) uses for review and approval of training credit.

Training is a vital part of the Kansas certification program. Training is not only helpful in obtaining initial certification; it is mandatory for renewal of a certificate. Failure to attain the required continuing education will result in non-renewal of an operator's certification. KDHE will approve and award training credit only for training that is pertinent to the operations of water supplies and wastewater treatment facilities. If the training is pertinent to water supply (and) wastewater operators (i.e. pump maintenance), Kansas will *split* the total hours between water and wastewater credit. For instance, an individual who holds both a water and wastewater certificate can attend a six (6) hour pump maintenance course and receive three (3) hours credit toward each of his/her water and wastewater certificates (or some other proportion) - not six hours for each certificate.

- Only training approved by KDHE will be creditable towards meeting the renewal requirements. The training must be related to the subject matter of the certificate to which the credit is being applied.
- All organizations sponsoring training for water supplies and wastewater treatment facilities shall submit the following to KDHE for approval. This information should be submitted at least thirty (30) days prior to the training workshop or conference.

- Date and location of the training workshop or conference.
- Name, address and telephone number of the person to contact regarding the workshop or conference.
- Course outline showing the topic(s) to be presented and the time allotted for each (including beginning and ending times).
- The name(s) and qualifications of the instructor(s).
- All approvals will be by written correspondence. The approval will include the course title, training location, date and hours of training credit awarded. A training roster form will be provided when applicable.
- Training credit is based upon the actual contact time in the training. All welcoming speeches, breaks and lunches should be noted on the agenda and will not be counted as training hours.
- No credit will be given prior to the completion of any training course.
- KDHE will award one (1) hour of training credit for tours of water supplies or wastewater treatment facilities on a case by case basis when the tour is associated with "classroom" training. All facility tours must be *directly* connected to the subject matter of the certificate to which the credit is being applied. All organizations sponsoring a tour of water supplies or wastewater treatment facilities should submit the following to KDHE to be considered for training credit approval.

- Date and location of the facility tour.
- Name, address and telephone number of the contact person hosting the tour.
- An outline of the tour, including an explanation of how the tour will be pertinent to the training received at the workshop or conference.
- It shall be the responsibility of the training providers to submit the course attendance roster and verify that the operator actually attended the training for which the credit is applied. The information should be submitted to KDHE within fifteen (15) working days of completion of the workshop or conference.
- It is recommended that the training providers furnish certificates of completion to attendees. The certificate should include the attendee's name, course title, training location, date and hours of training credit awarded.
- Training credit shall be valid only for the renewal period in which it was earned and will not carry over into any subsequent renewal period.
- Although KDHE maintains records on individual operator's training, it is the operator's responsibility to maintain their own training records. The records should include course name, sponsor, location, dates attended, and credit earned. Documentation of attendance at each training event should be maintained. The operator's documentation will be used to resolve errors in KDHE's records or those of the course sponsor.

Operator Certification



Continuing Education Training Credit Guidelines

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